



DEEP

DISEASE ERADICATION THROUGH
EDUCATION AND PREVENTION TRUST

DEEP TRUST HR POLICY	
1	Working Days: 06 Days a week (Monday to Saturday). 02nd & 04th Saturdays are Holidays If 2nd & 4th Saturday is working day due to OD (On Duty - Medical Camp/Event/ Marathon etc) then compensating off (COMP Off) to be taken in upcoming week. COMP Off - to be taken within the same month, otherwise it will be lapsed
2	Timings: 09:00 am to 05:30 pm, extendable as per needs. It is important that all Staff are in work place by 9:00 am.
3	General Holidays – 10 Days The list of General Holidays for the year shall be declared before the start of the calendar year and will be displayed on the notice boards of the respective Offices of the Organization (a) Leave rules: Leave shall be categorized into the following: a. CL – Casual Leave (10 Days / per annum) Only one is allowed to be taken per month CL's b. EL – Earned Leave (15 Days / per annum) On the completion of every quarter of the year, Earned Leave shall be credited to the employees' account as follows, 3.5 days on 30th June, 4 days on 30th September, 3.5 days on 31st December and 4 days on 31st March. EL to be taken with an advance information to HR/Reporting Head. EL to be used Within Financial Year- by 31st March. If not used and if more then 5 EL's are there for an employee, then leave encashment we will done in April Month. If less then 5 EL's it will be lapsed since not used. The employee shall ensure that the sanctioned Leave Application is submitted to the HR Department prior to the period of leave for relevant accounting of the same. (b) Attendance Details: Will be maintained by HR/Operations Dept. Employees need to submit 'Regularization Form' in case they fail to register their attendance.
4	Employee ID Cards: o It gives individual identity. o It inculcates & regulates discipline and provides sense of belonging. o As we grow larger, identifying individuals not closely associated with us will be difficult, thus ID card will help. o Will be easier to gain access through security without answering embarrassing questions.
5	Different Types of Forms: Example: Leave Form, Regularization Form, Conveyance Form, etc. Conveyance & Re-imbusement bills should be submitted from 21st to 24th of every month.
6	Circulars Circulars will be displayed on all notice boards and will be available for future reference with the Admin / HR Department of the respective Offices.